



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 7TH INFANTRY DIVISION & FORT CARSON
6101 WETZEL AVENUE, BLDG. 1430
FORT CARSON, COLORADO 80913-4145

AFZC-CG

1 November 2005

MEMORANDUM FOR See Distribution

SUBJECT: Standard Work Week Policy File #16

1. REFERENCES.

- a. Fort Hood and III Corps Command Policy CG-01, 13 Apr 2004.
- b. CO guidance, The Fort Carson and 71D (L) Battle Rhythm.
- c. 7th ID and FC Reg 350-1, Mountain Post Training.

2. PURPOSE. To provide guidance and establish policy throughout Fort Carson for work week standards.

a. Each MSC commander is responsible to ensure that Soldiers and leaders clearly understand the intent and spirit of this policy. A copy of this policy letter will be displayed prominently in each company/battery/troop area.

b. This policy applies to all Fort Carson units, commands, activities, and personnel, whether assigned or attached to Fort Carson. Supplementation of this policy is prohibited unless approved by me in writing. If outside commands or other parent organizations establish conflicting policies, such policies may apply on Fort Carson only if approved by me.

3. APPLICABILITY. This policy applies to all Fort Carson units, commands, activities, and personnel, whether assigned or attached to Fort Carson. If outside commands or other parent organizations establish conflicting policies, such policies may apply on Fort Carson only if approved by me.

4. DAILY BATTLE RYTHM.

a. Duty Day. Work formation will be held at 0850 hours, with duty from 0900-UTC. Lunch will be from 1200-1300.

b. Sergeant's Time. Sergeant's Time Training begins every Friday at 0630 hours with Physical Training, and continues from 0900-1500, lunch inclusive. Leaders training time will be from 1500-1550 followed by battalion formation and retreat at 1600 hours. Following retreat, every unit will release Soldiers: no last minute meetings or calls to duty. Any exception to the 1600 hours retreat formation and subsequent release must be approved by the first O-6 in the chain of command. Exceptions must be to support unit

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training, i.e. gunnery. When Friday is a training holiday, Sergeant's Time will move to Thursday.

c. Reveille and Retreat.

(1) Reveille will sound every morning at 0600. The playing of reveille at 0600 does not indicate a start to your physical fitness training.

(2) Retreat will sound every day at 1700 except Friday or the last duty day of the week. On Friday, or in some cases, Thursday, due to Friday being a training holiday, retreat will sound at 1600.

d. Standard Work Week

Monday-Thursday	Friday
0600 Reveille	0600 Reveille
0615 Accountability Formation	0615 Accountability Formation
0630-0730 Physical Training	0630-0730 Physical Training
0850 Work Call Formation	0850 Work Call Formation
0900 Duty Day Begins	0900 Sergeant's Time Tng
1200-1300 Lunch	1200-1300 Lunch
1300-UTC Duty Day	1500 Sergeant's Time Tng Ends
1700 Retreat	1600 Bn Retreat Formation

5. WEEKEND/HOLIDAY TRAINING.

a. As a general rule, we will not train on weekends or holidays at Fort Carson. However there is no longer a requirement for units to request my permission to conduct training on weekends or holidays; authority for approval of weekend/holiday training is delegated to the first O-6 in the unit chain of command. Use sound judgment to determine if weekend/holiday training is necessary. If required to meet certain individual or collective training tasks ISO of your METL, weekend/holiday training should be reflected on the unit's training schedule, coordinated, and briefed to all Soldiers within the chain of command.

b. Units will continue to brief all weekend/holiday training during their SATBs for the upcoming two quarters.

c. Units will identify weekend/holiday training on their MSC Training Highlights. Highlights will be submitted weekly to the G3.

6. OFF-POST TRAINING. There is no requirement for units to request my permission to conduct off-post training. Authority for approval of off-post training is delegated to the first

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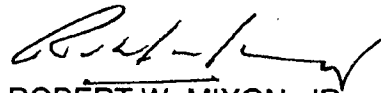
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O-6 in the unit chain of command. Units are responsible for conducting all coordination required for use of off-post training areas, to include maneuver damage control measures and environmental impact analysis, if required. Units will furnish a copy of coordination memorandum(s) and risk assessments to G3 Training prior to the training event, and identify the training in their MSC Training Highlights.

7. SUPERSESSION. This policy letter supersedes Commanding General Policy File #1 dated 17 May 2004.

7. EXPIRATION. This policy letter will remain in effect until superseded or rescinded.

8. POC for this policy is the G3, 526-1299.



ROBERT W. MIXON, JR.
Major General, US Army
Commanding

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